

# Organizing Committee Parliamentary Rules & Procedures

- Call to Order: The meeting is officially started by the chairperson or presiding officer.
- Roll Call: The secretary or designated person takes attendance to ensure that a quorum (the minimum number of members required to conduct business) is present.
- Reading and Approval of Minutes: The minutes from the previous meeting are read, and any necessary corrections are made. A motion is made to approve the minutes, seconded, and voted on.
- Reports: Officers, committees, and individuals provide updates on their assigned tasks or areas of responsibility.
- Old Business: Any unfinished business from previous meetings is discussed and resolved.
- New Business: New items are introduced for discussion and possible action. This is where most of the decision-making occurs.
- Motions: To introduce a new piece of business or propose a decision, a member makes a motion. Another member must second the motion to proceed with the discussion.
- Discussion: Once a motion is made and seconded, the chair opens the floor for discussion. Members can speak in favor of or against the motion, or propose amendments.
- Amendments: If a member wishes to change the wording of a motion, they can propose an amendment. Amendments must be seconded and voted on before the main motion is voted on.
- Voting: When the discussion is complete, the chair calls for a vote on the motion. Voting can be done by voice, show of hands, or ballot. The majority typically rules, unless otherwise specified in the bylaws.
- Adjournment: When all business is completed, a motion is made to adjourn the meeting, seconded, and voted on.

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